DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 1560.2C
N2A4

APR 0 6 2004

NETPDTC INSTRUCTION 1560.2C

Subj: **TUITION ASSISTANCE SYSTEM OPERATION AND MANAGEMENT**

Ref: (a) CNETINST 1560.3D
(b) NETPDTCINST 1560.1B

Encl: (1) Tuition Assistance System Description

1. **Purpose**. To assign responsibilities within this command for operation of the Tuition Assistance (TA) Program and related financial and management information systems. This instruction is a complete revision and should be read in its entirety.

2. **Cancellation**. NETPDTCINST 1560.2B

3. **Revision**. Since this is a major revision, marginal notations are not annotated. This revision should be read in its entirety.

4. **Discussion**. Tuition Assistance is the Navy's in-service voluntary education support program, which provides a portion or all of the cost of tuition for active duty personnel. Reference (a), Chapter III, provides operational policies and administrative procedures for the Navy Tuition Assistance (TA) Program. TA collection system procedures and responsibilities are documented in reference (b). This instruction addresses responsibilities for TA program operations and the financial and management information support functions performed within NETPDTC and the Navy College Offices (NCOs). Enclosure (1) provides an overview/description of the TA system.

5. **Action**

   a. Voluntary Education Department (N2)

      (1) Establish, monitor, and evaluate system and operating procedures that apply to the administration of TA.

      (2) Provide management guidance, TA policy interpretation and operating procedures to NCOs on TA issues. Review NCO implementation and TA Authorizations.

(3) Determine institution eligibility to receive TA funds based upon their accreditation status. Interpret TA policy for academic institutions pertaining to funding and invoicing and reporting grades and degrees.

(4) Perform TA policy review and provide recommendations to Naval Education and Training NETC) for TA use.

(5) Analyze TA use, patterns, and trends. Prepare and present reviews and briefs on TA issues.

(6) Coordinate preparation of annual TA budget estimates, revisions and updates.

b. Financial Management Division (N81)

(1) Maintain required accounting records including records of obligations and expenditures against authorized TA funds.

(2) Prepare TA accounting reports for financial and program managers.

(3) Analyze TA financial reports.

(4) Establish, operate, and manage a centralized system for posting of grades, processing TA invoices, and for recoupment of TA collections.

c. Navy College Management Information Division (N85)

(1) Serve as the Navy College Management Information System (NCMIS) manager with responsibility for the management, coordination, development, implementation, and operation of the Navy College Management Information System.

(2) Provide detailed management information for TA financial control, program administration, and statistical analysis.

(3) Prepare, justify, and defend annual TA budget submission to Naval Education and Training Command (NETC).

(4) Review TA program obligations against the command's annual financial plan. Recommend increases, decreases, or reprogramming as appropriate.

(5) Perform detailed analysis and evaluation of NCMIS data.

(6) Establish and maintain liaison with NCOs to ensure reporting requirements and procedures are promptly and accurately accomplished.

(7) Provide guidance and training as required to ensure personnel possess the necessary knowledge and skill to effectively operate and use the system.

(8) Provide data for management briefs to higher authority.

d. Information System and Technology Services Dept (N6)

(1) Provide ADP design, development, and technical support in areas of NCMIS system software, hardware, and data communications.

(2) Provide computer operation, production control, and data communication links in support of automated TA system functions at NETPDTC.

(3) Establish and administer an inventory control system for TA, ADP, and data communication hardware, software, and related minor property.

e. Navy College Offices

(1) Operate and administer the TA program

(a) Publicize TA policy and procedures.

(b) Process TA applications and authorize TA for qualified personnel. Authorization of TA includes course advising, TA policy explanation, and verification of tuition and fee costs.
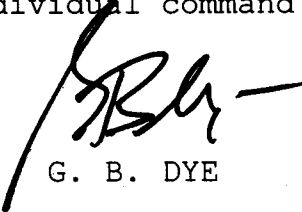
(c) Input TA authorizations on-line.

(d) Provide liaison to TA users, their commands, and to academic institutions to resolve problems and to disseminate information on TA funding, required reimbursements, waiver policies, invoicing and grades.

(2) Provide liaison with NCMIS manager for the purpose of facilitating NCMIS system operation, administration, and training.

(3) Provide TA training for personnel assigned. Identify NCMIS training requirements and coordinate training schedules with the NCMIS manager.

(4) Use NCMIS reports to assess individual and institution usage of TA and to provide individual command TA program usage data upon request.

G. B. DYE

Distribution: (NETPDTCINST 5216.1G)
List I, IA, and II
NETC

Web Access: MAIN INDEX
https://pennnd09.cnet.navy.mil/netpdtc/directives.nsf

Tuition Assistance System Description

1. Tuition Assistance (TA) funds are allocated to NETPDTC by NETC in an Operating Budget. These funds are centrally managed at NETPDTC. Obligations are created when Navy College Office government employees, located in geographically dispersed Navy College Offices (NCOs), approve TA requests submitted by active duty personnel for funds to attend high school, vocational training, or college undergraduate or graduate courses.

2. NCO personnel enter TA Application requests on-line into NCMIS from local PC terminals. TA Authorization Vouchers are printed on-line in the NCO. TA Authorization Voucher printouts are approved in the NCO by signature of the government employee.

3. Approved TA Authorization Vouchers are accepted by schools during course registration as partial or full payment of tuition costs. Participating schools are requested to validate enrollments and send invoices to NETPDTC for payment of the approved Navy share. NETPDTC certifies invoices for payment against TA transactions posted on-line in the NCMIS computer.

4. Upon course completion, grades are sent by schools or provided by students to NETPDTC where they are entered into the NCMIS database.

5. The TA collection system is centrally operated and managed from NETPDTC. TA policy requires recoupment of TA advances when students voluntarily withdraw, receive a failing grade, or fail to complete a course satisfactorily within six months of the ending date of the course. The NCMIS central computer system tracks course completion dates and flags missing grades, generates various management reports, generates standardized collection letters, and initiates DD-139 pay checkage requests. NCMIS locks out TA approval for personnel who have not provided grades within 60 days of course completion or who have not reimbursed the Navy for prior TA requiring reimbursement. TA reimbursements are received at NETPDTC and tracked in NCMIS.